Lockwood Standalone

User manual and Instructions

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1. Introduction

ASSA ABLOY has defined a standard communication platform for electronic door components such as locks, readers, door operators etc. This platform is known as Hi-O™ Technology and is based on the CANopen standard.

Only Hi-O compatible products are able to connect to the controller.

The standalone controller module has been designed to manage a single door opening. It is not possible to connect multiple controllers to one system.

1.1 Purpose

The purpose of this manual is to support the user when operating the software and first configuration of the controller. The manual is intended for installation personnel, project managers and people with similar responsibilities.

1.2 Definitions, acronyms and abbreviations

1.2.1 Definitions

Definition	Description
Hi-O™	Hi-O™is a communication technology for electromechanical products simplifying installation, service and upgrade..

1.2.2 Abbreviations

Abbreviation	Description
Hi-O	Highly Intelligent Opening

1.3 Overview:

Figure 1 shows basic requirements to install the Lockwood Standalone system. To install the controller software requires PC with Windows Xp or later, DC Power Supply (11vdc – 16vdc) & Hi-O products. Details on how to use software is explained in section 2.

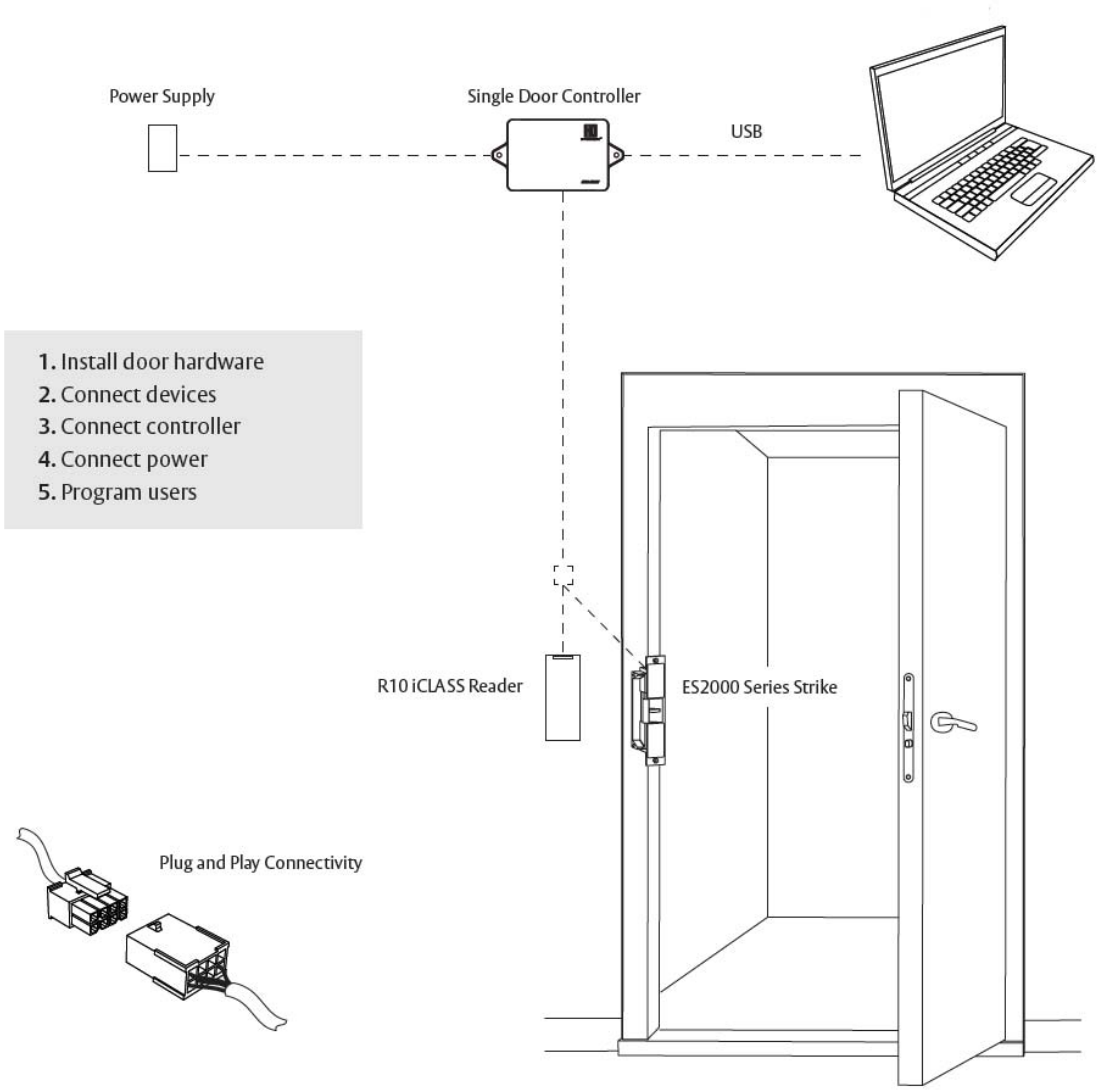


Figure 1: Install Stand Alone Controller

2. Hardware Installation:

2.1 Controller Hardware Installation

- Connect all hardware as shown in figure 1.
- User should have administrative rights to install software, see figure 2.
- Select "Install Software Automatically" option as shown in figure 3.
- User should select "Continue Anyway" as shown in figure 4.
- Select "Finish" button after successful hardware installation, refer figure 6.

Figure 2: Software Installation

Figure 3: Hardware Wizard

Hardware Installation:

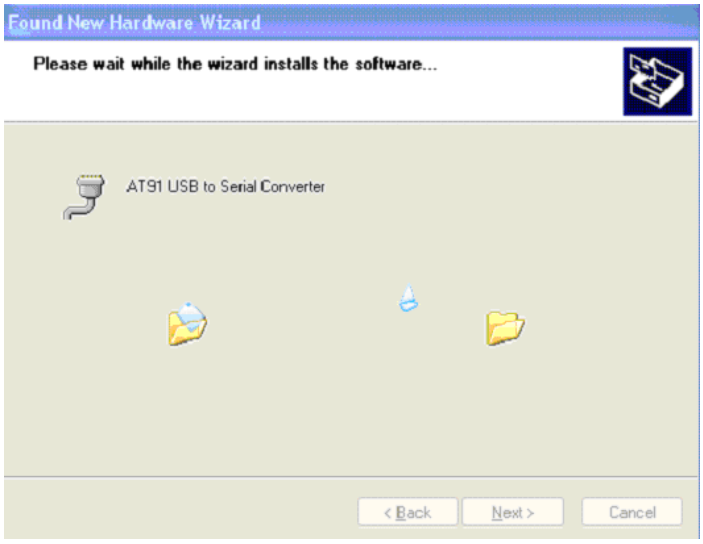


Figure 4: Wizard Installs Software

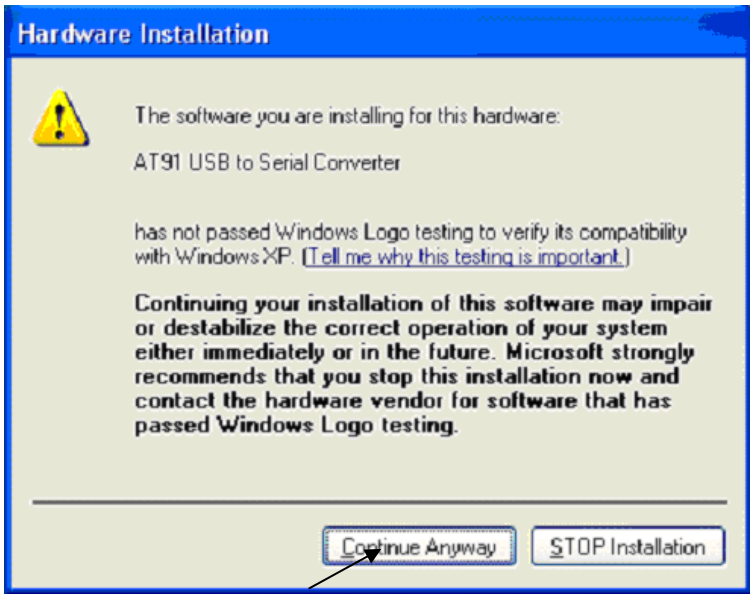


Figure 5: Hardware Installation

Hardware Installation:

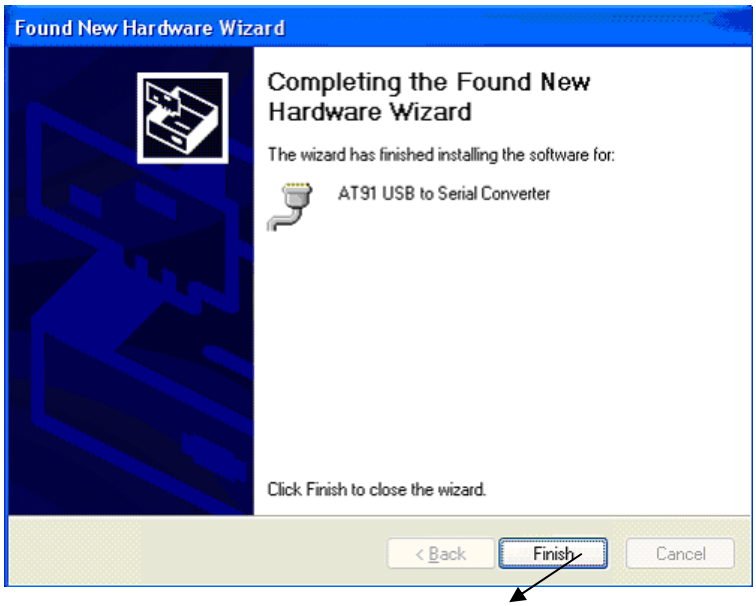


Figure 6: Hardware Installation -Finish

3. Software Application:

Figure 7 shows the main window of "Lockwood Stand Alone Access control" application. There are 5 main options:

- New Installation
- Open Existing Installation
- Connect to Controller
- About
- Exit

Details of each option are explained in following sections.

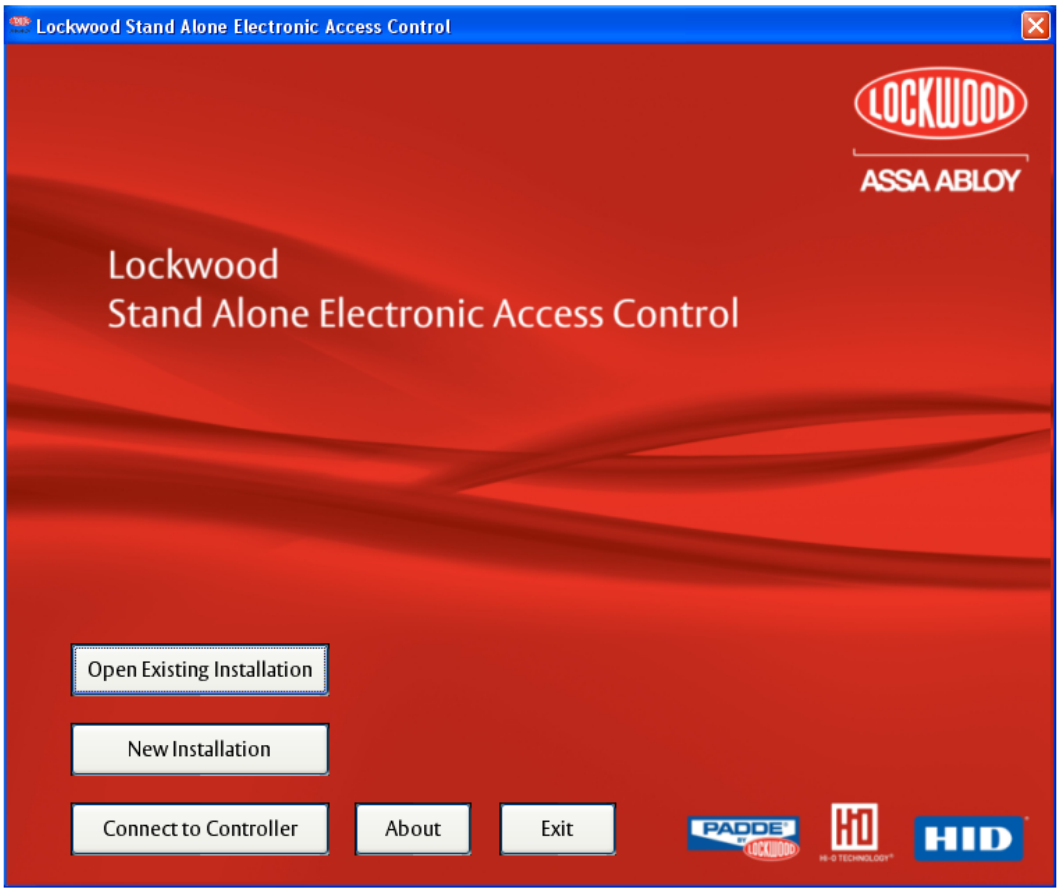


Figure 7: Stand Alone Controller – Main Window

4. New Installation – Site and Location

Follow below steps to install new site and location in the database.

- Select "***New Installation***" button, refer figure 7.
- Enter new or existing site name and location, and click "ok". Refer figure 8.
- Main software window will appear where user details can be created or modified.

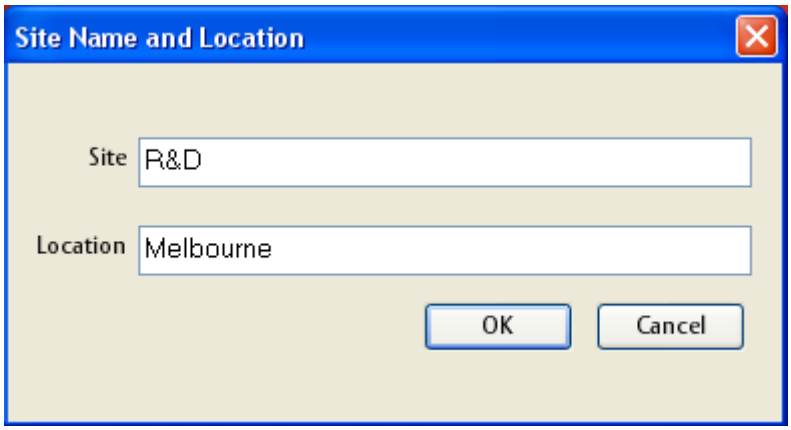


Figure 8: Site Name and Location

4.1.1 New Installation - Add user information

Below figure 9 shows the new installation window, where end user details can be created or modified

Each function listed below is explained in detail in following sections.

- Connect to Controller and Synchronize
- Site and Location
- Progress Bar
- User Settings
- Door Settings
- Alarm(Open by Force) and Unlock Button
- Set Time and Date
- Export Audit
- Master Reset
- Change Password
- Exit

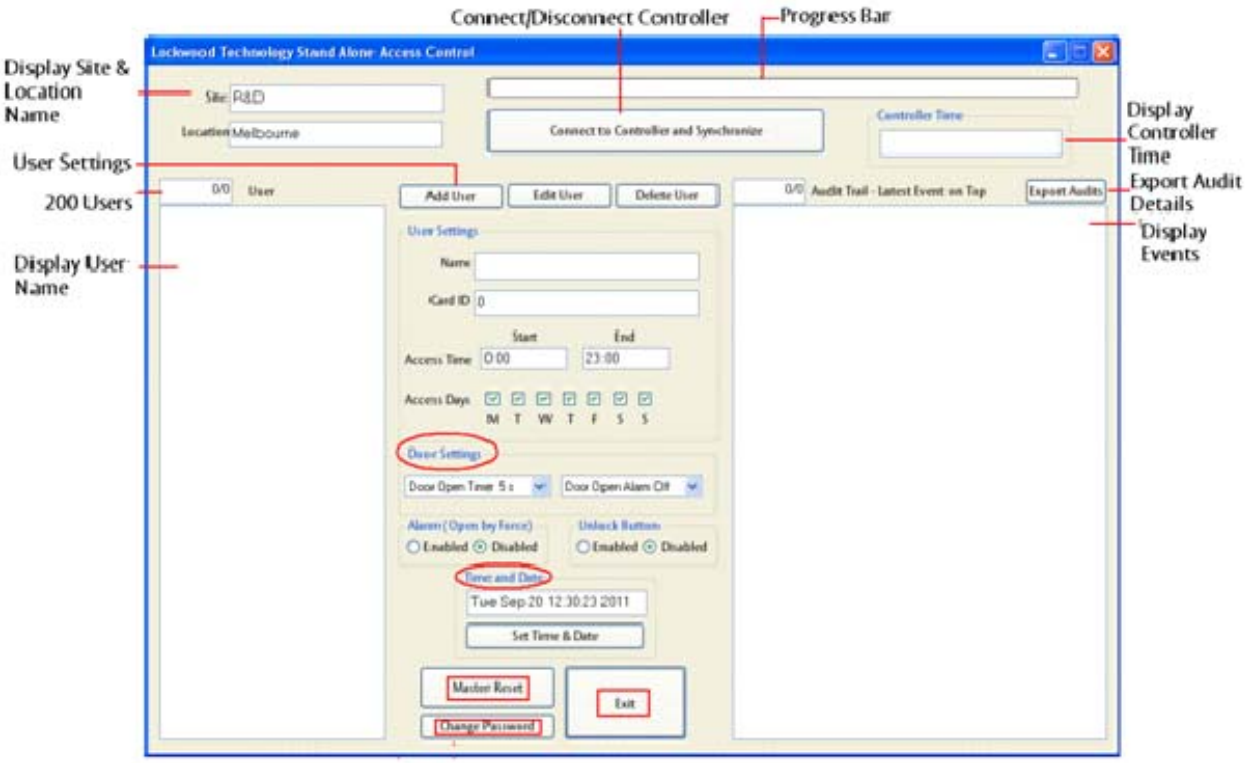


Figure 9: New Installation - Add User Information Window

4.1.1.1 Connect to Controller and synchronize:

- Click "*Connect to Controller and Synchronize*" button, to connect and store user details into Controller. Refer figure 7.
- Enter "Password" to connect to controller. Note down the password in safe location. If no password is required leave blank
- If user forgets the password, use "*Forget Password?*" option as shown in figure 11, and enter serial number of the controller (number is located on the module and at the back of PCB Board) and click "OK" button.
- Select "Yes" button, which will erase all data and settings except date and time.
- Refer figure 7, 10, 11, 12.

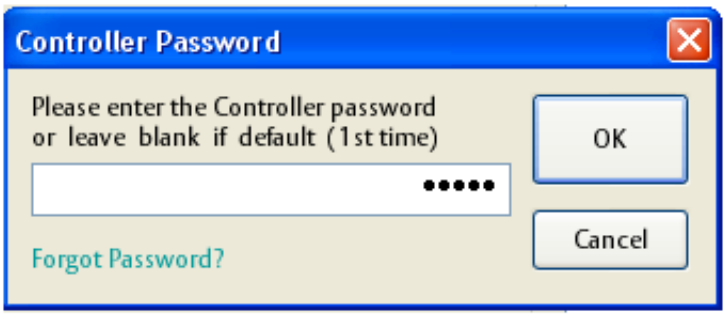


Figure 10: Controller Password

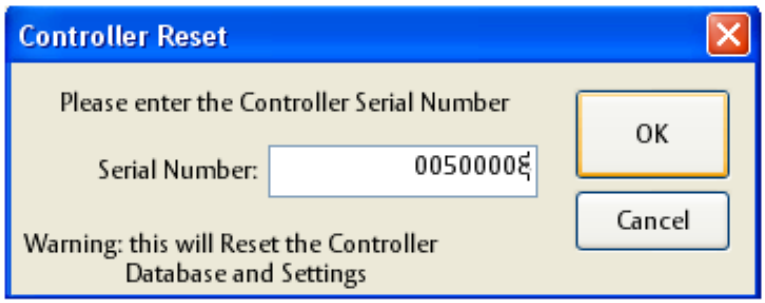


Figure 11: Controller Password - Forget Password

Figure 12: Controller Reset user details

4.1.1.2 Site and Location:

- Under this section the user can check or modify site and location name.
- Test software supports UTF8.
- Refer figure 9.

4.1.1.3 Progress Bar:

This will show end user process of connect/disconnect of the Controller. Refer figure 9.

4.1.1.4 User Settings

- As shown in below figure 9, this section is used to add, edit or delete user from the data base list, by selecting ***Add User***, ***Edit User*** and ***Delete User*** buttons see figure 7.
- **Name:** Enter user name it should be minimum 3 characters.
- **Access Time:** User can select particular start and end access time for user.
- **Access Days:** Select particular days or all by select/deselect check box.
- **Enroll Card:** Click this button, and place card near Reader. This will allocate card number for user. Note: you only have 5 seconds to enroll card ensure you present card to reader within 5 second of pressing the Enroll button. **Typing card ID number will not store in HID card.**

  Note the enrolling process should normally happen when the reader is in close proximity of the software application e.g. on a bench during setup.

  Alternatively you will need a second person presenting the card during the enrolling process
- **Add User:** Click this button to add user information. To add more number of users, select this button and enter next user name and card ID. Up to 200 users can be stored in one controller.
- **Edit User:** To modify user details, click "*Edit User*" button. Refer figure 7.
- **Delete User:** To delete user from the list, hit "*Delete User*" button. Refer figure 7.

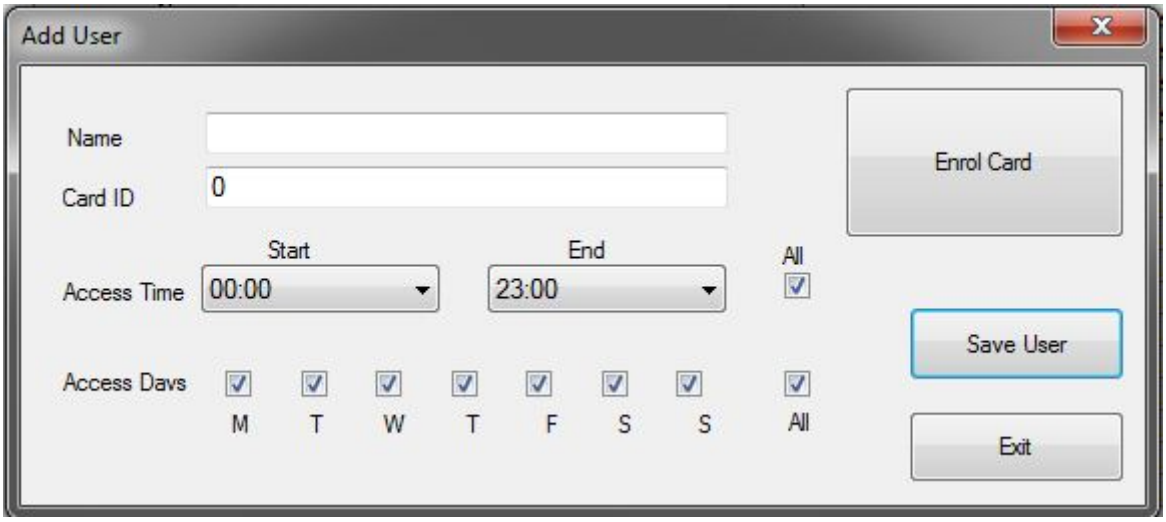


Figure 13: Add User Name & ID

Note: only one time zone can be entered and not different times for different days.

User Settings:

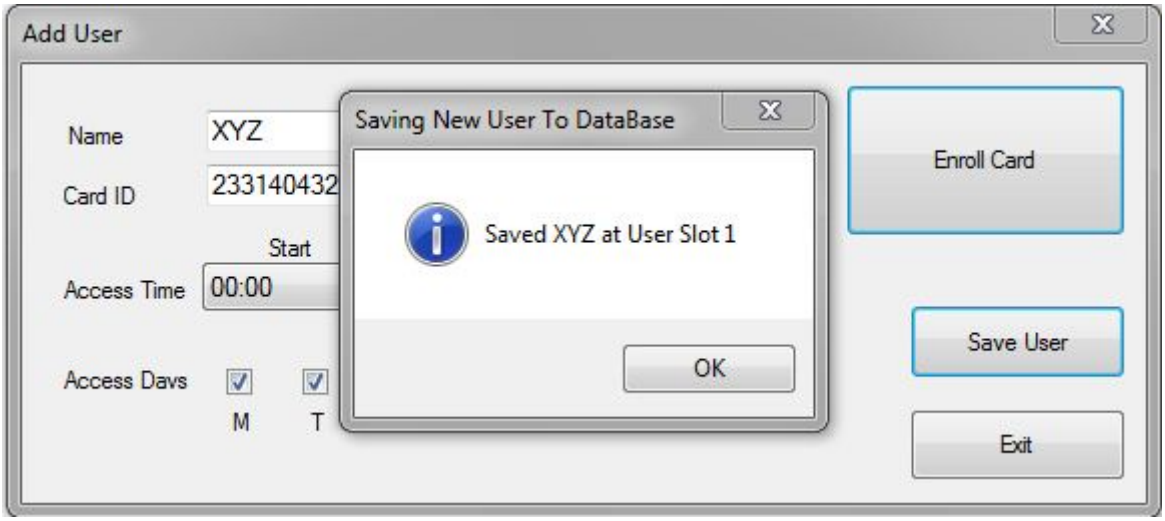
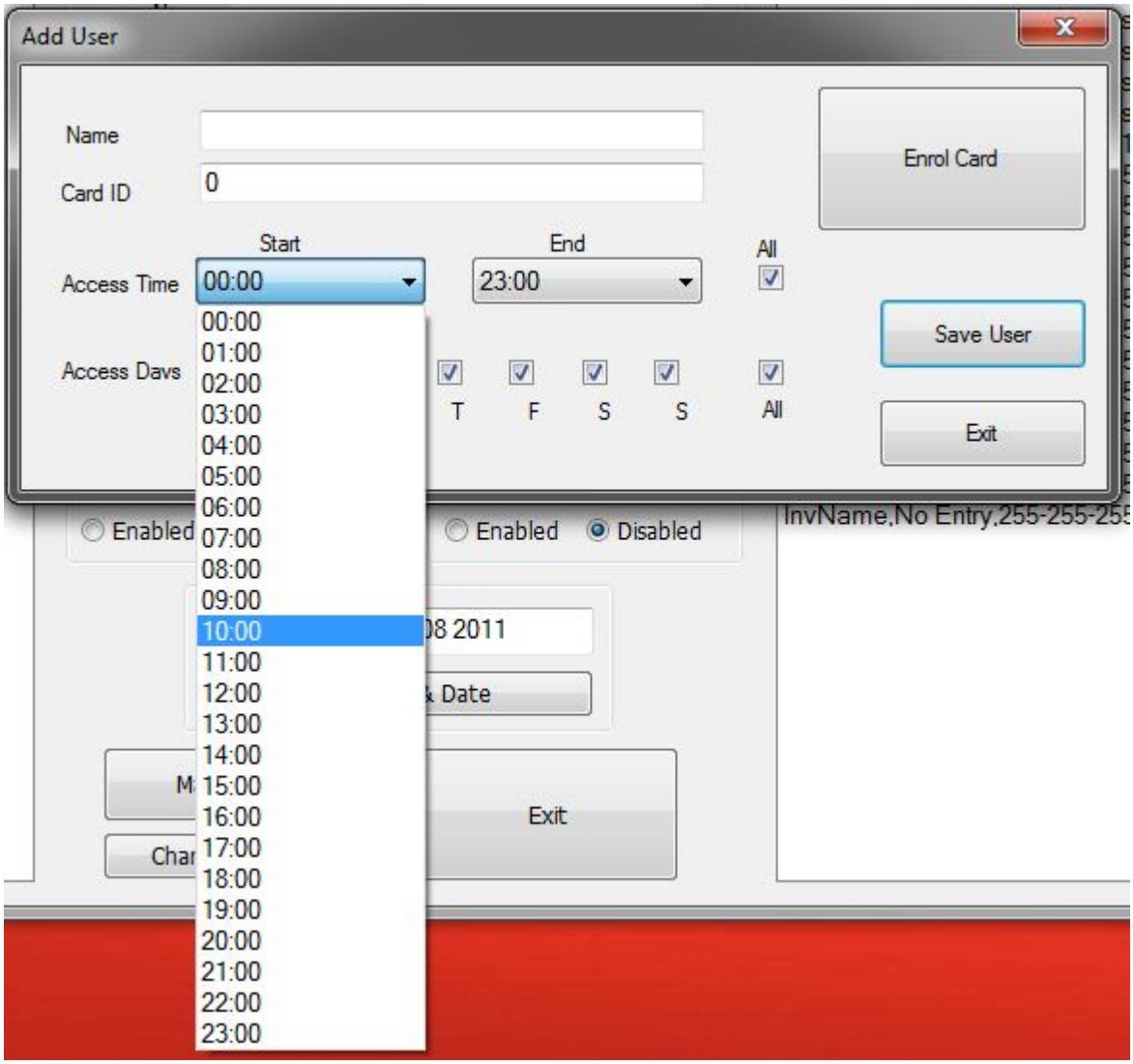


Figure 14: Add User Information



Select Access time window

4.1.1.5 User List:

Below figure 15 shows one of the examples, where two users information has been added to the site "R&D" and location "Melbourne". Maximum ***200*** *users* can be added to each controller.

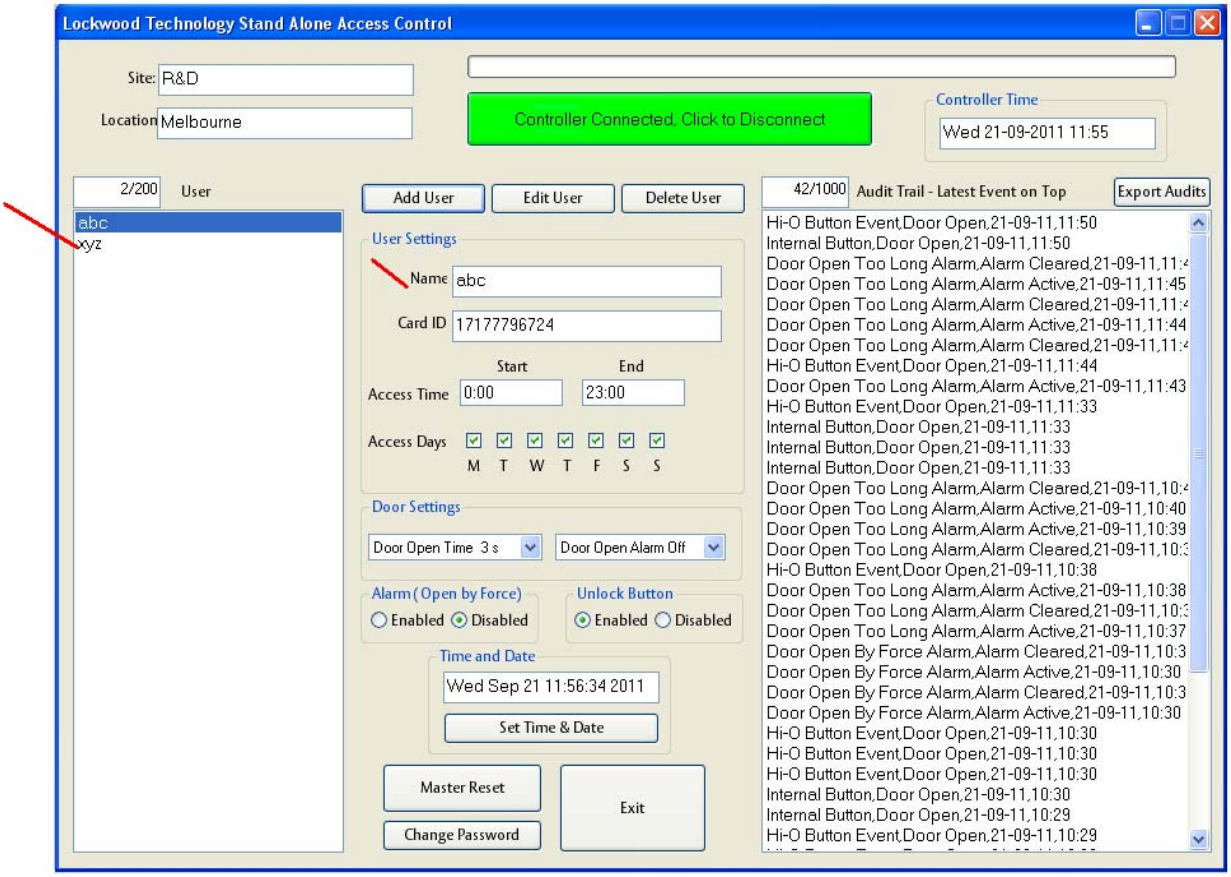


Figure 15: Display User List: Example

4.1.1.6 Door Setting

- In this section, end user can set values for "*Lock Opening Time*" and "*Door Open Alarm*".
- Lock opening time can be set from 2s to 15s. Default value is 5s. This time is the amount of seconds the lock will remain open after a valid card has been presented to the reader.
- Set door open alarm from 30s to 30min. Default value is "OFF". If it is set to 30s, alarm will turn ON for every 30sec. User should set it to default value to turn OFF alarm. This door open alarm will warn the user if the door has not closed properly and remains unsecure.
- Refer figure 16 and 17.

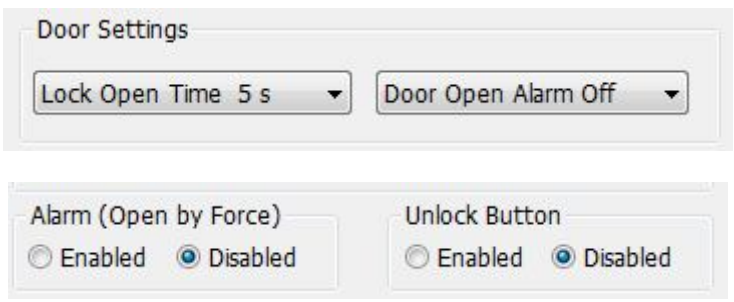


Figure 16: Select Door Open Time

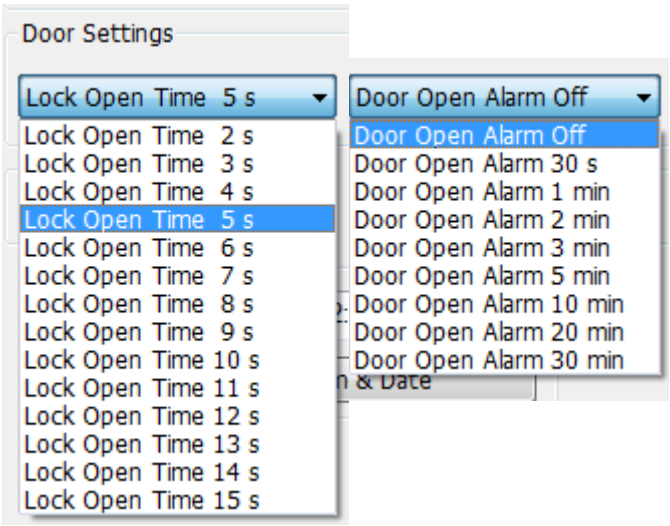


Figure 17: Select Door Alarms

4.1.1.7 Alarm (Open by Force) and Unlock Button Settings

- **Alarm (Open by Force):**

  Select "*Enabled*", alarm will turn ON when there is forced entry. Alarms will turn off, depending upon the time set in "*Door Settings*". Refer figure 18. Default value is set to "*Disabled*"

  Note: If the alarm is enabled a push button or reader has to be installed on the inside. If not the alarm will be triggered every time someone exits from the inside

- **Unlock Button:**

  <u>Unlock Button:</u>

  When using any generic Push Button, set value to "*Enabled*" as shown in figure 19. "*Internal Button, Door Open, 21-9-11, 11.35*" message will be displayed in Audit log.

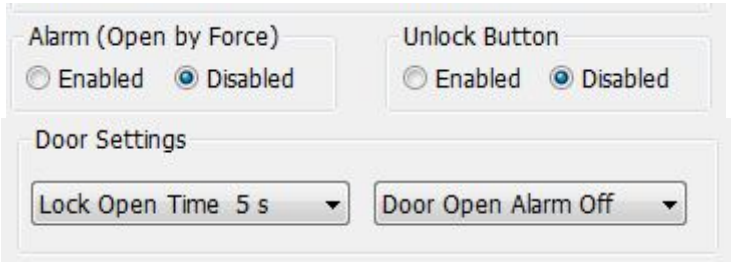


Figure 18: Alarm (Open by Force)

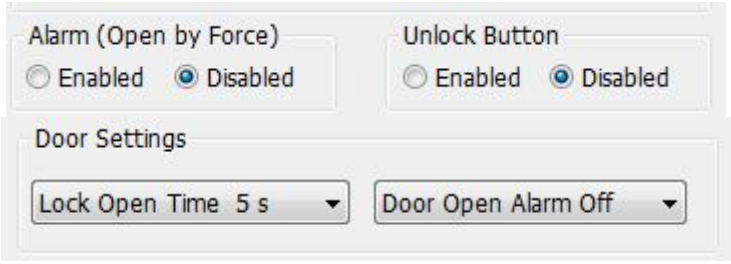


Figure 19: Push Button Selection

4.1.1.8 Set Time & Date

- Software will display system date and time.
- To change the settings, click "*Set Time & Date*" button. Refer figure 20.
- End user can change date, month, year and time; also can set daylight savings by selecting "*Activate Daylight Saving Time*" box.

  Note: Daylight savings can change every year and has to be updated annually
- Click "*Save Time & Date*" button to store in changes in database and click "*Exit*".

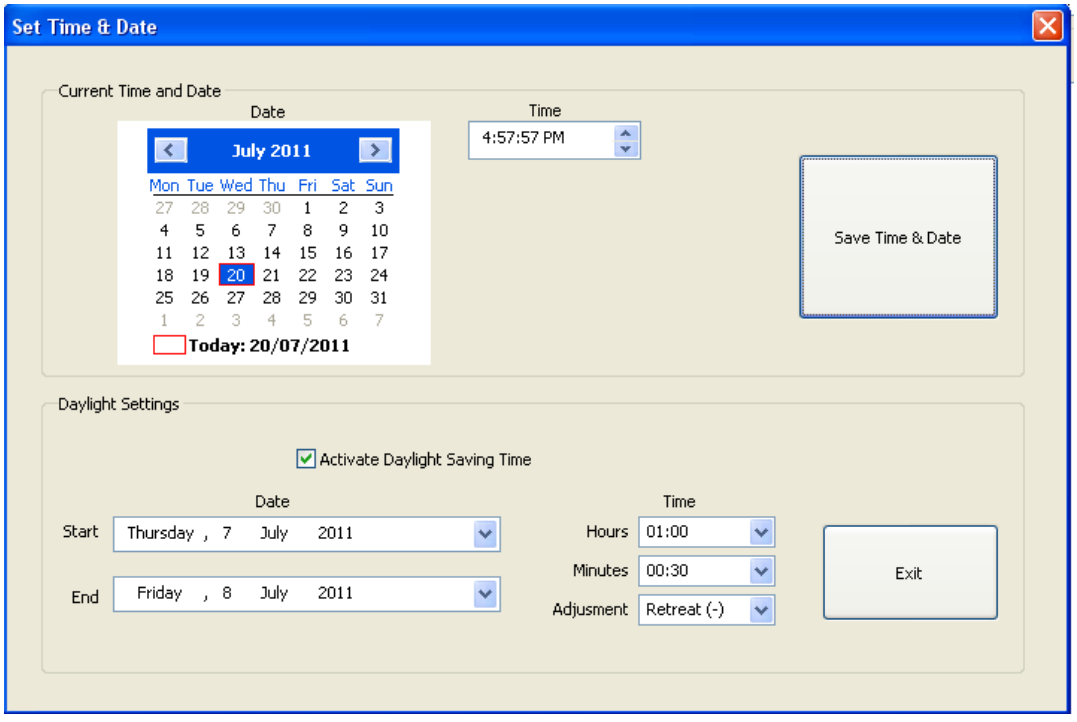


Figure 20: Set Time & Date

4.1.1.9 Export Audit

- "*Export Audits* "This option is to store user information in .csv file format. Specify directory to store the log events.
- Refer figure 9 and 21.

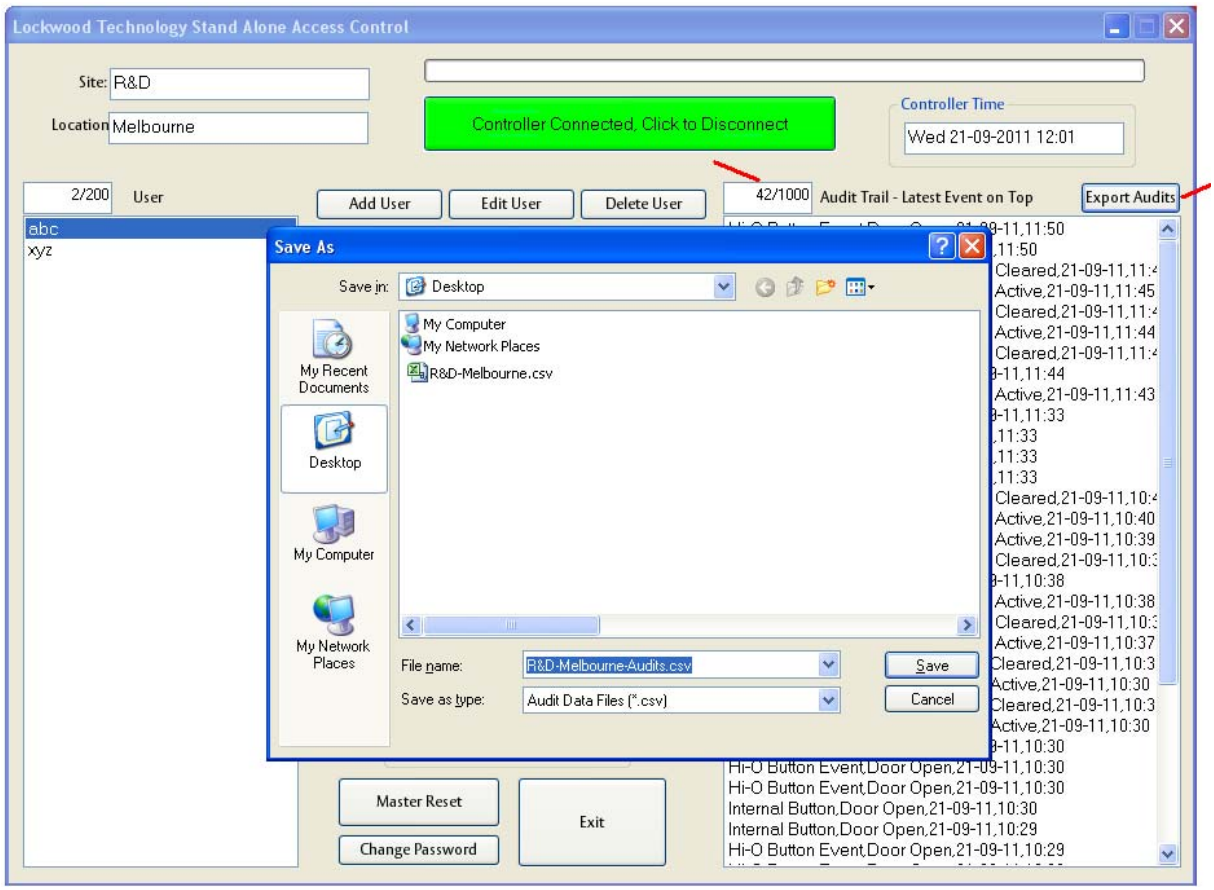


Figure 21: Export Audit

4.1.1.10 Master Reset:

- Master reset option will clear all content off controller.
- Clears all data and settings and controller password will be erased except date/time settings.
- Click "yes" to clear contents or "No" to cancel.
- Refer figure 22.

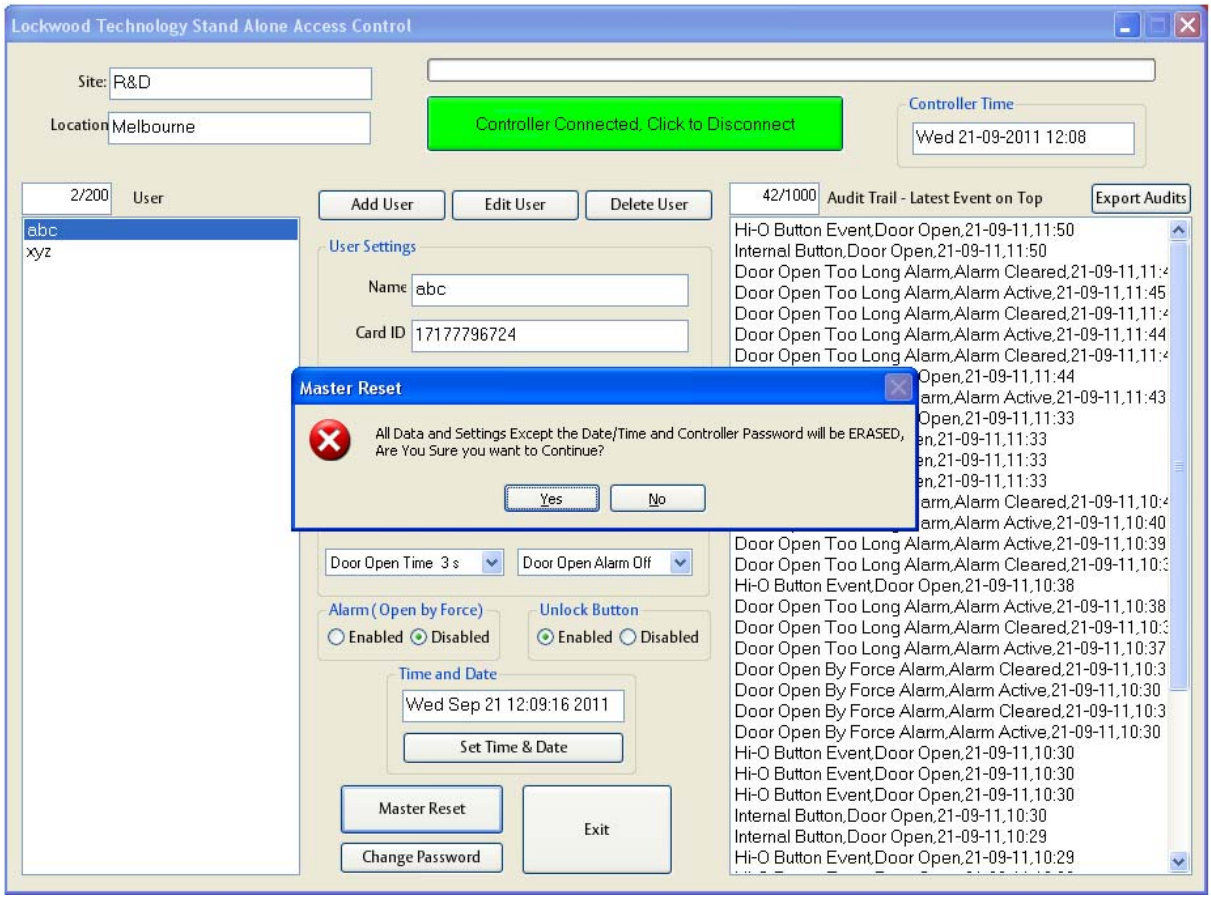


Figure 22: Master Reset

4.1.1.11 Change Controller Password:

- Below figure 23 shows controller password window option.
- To change password of the controller, select "*Change Password*" option as shown in figure 7.
- Enter 0-9 digit password Only Numeric numbers for the password.
- Error message will be displayed if password exceeds more than 9 digits and when if password has characters. Refer figure 23.

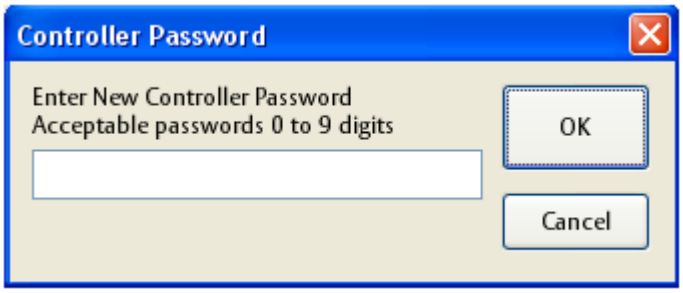


Figure 23: Change Password

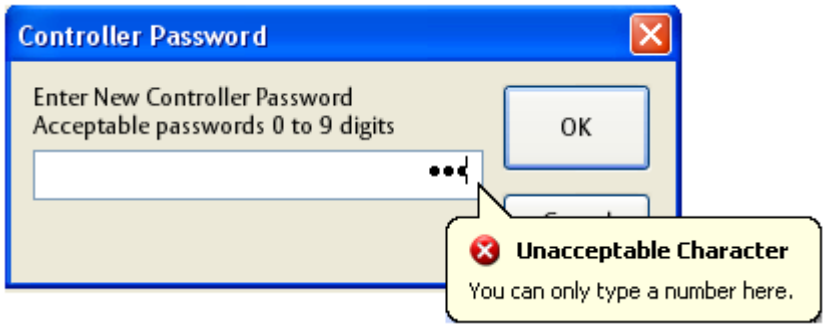


Figure 24: Change Password: Error Message

4.1.1.12 Exit/saving:

Note: The software is continuously saving the data on the controller automatically, so there is no need to save the data.

- Click "*Exit*" button when finished adding user information, as shown in figure 25.
- Select "*Save*" button to store all information in a .csv file on hard drive, this takes user back to the main window
- Select "*No*" option will not save any changes made in database and takes back to main window.
- Select "*Cancel*" option to cancel this operation.

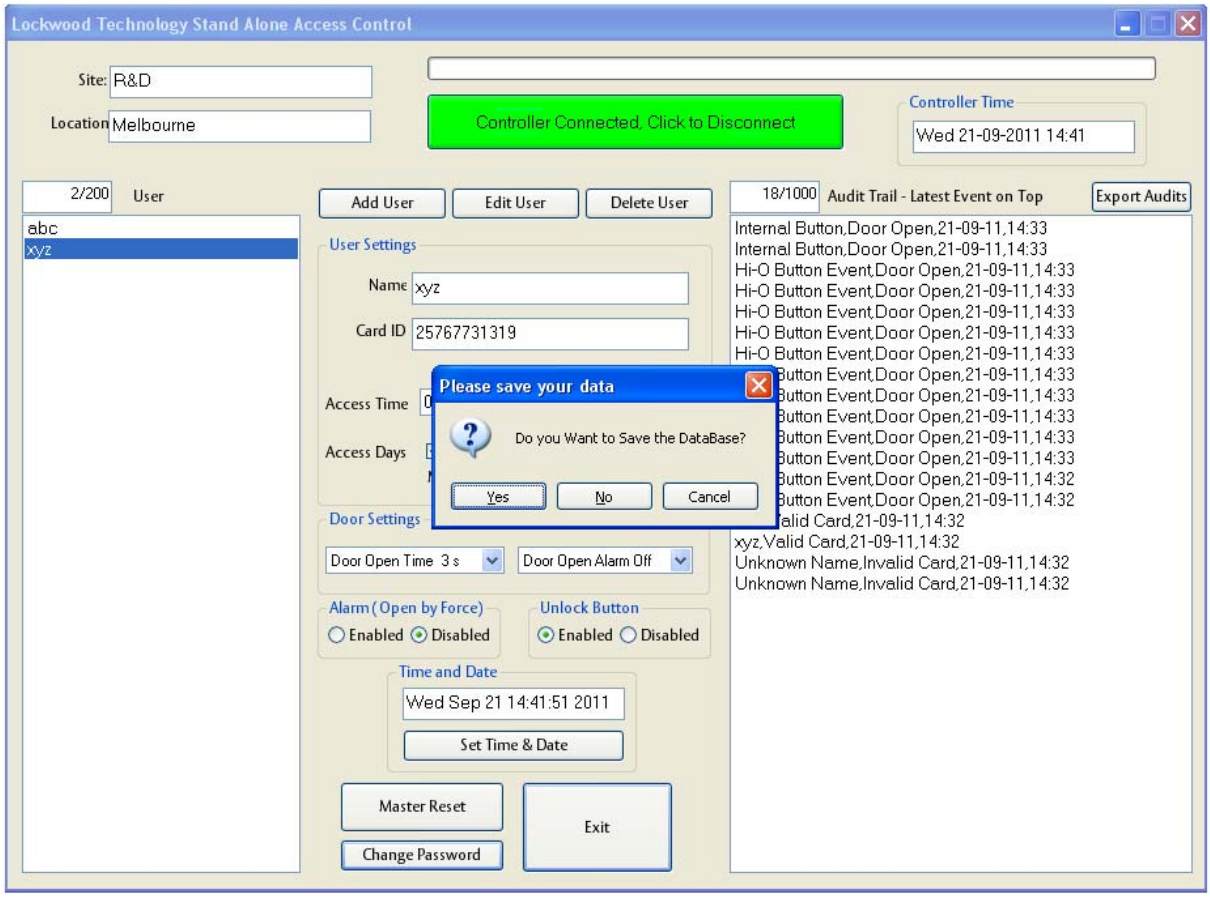


Figure 25: Exit New Installation

5. Open Existing Installation:

Open existing installation, opens a saved installation file in the system as shown in below figure 26.

To modify or verify any details of an existing user,

- Click "*Open Existing Installation*" button.
- Select and open the *relevant .csv* file.
- To modify user details, follow section 3 instructions.

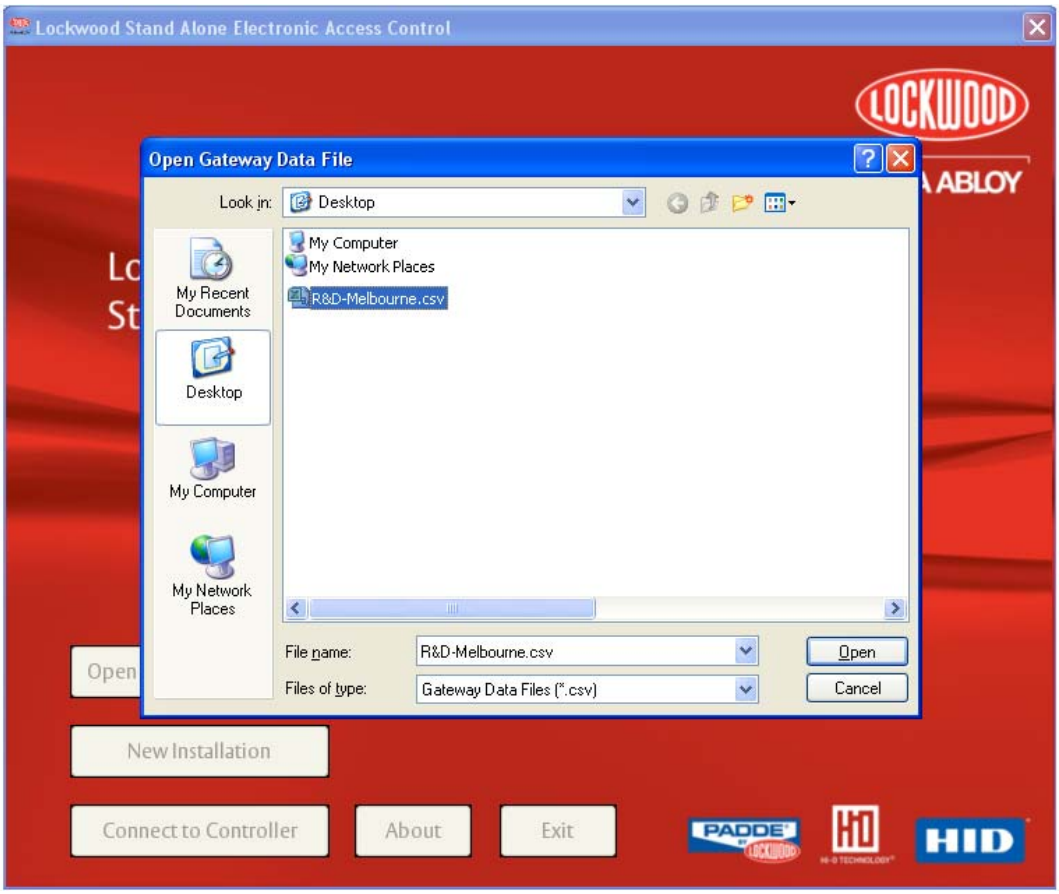


Figure 26: Open Existing Installation

6. Connect to Controller:

In this section, "*Connect to Controller*" option will connects directly to the Gateway hub and read the stored database.

- Select "*Connect to Controller*" button.
- Enter controller password.
- If user forgets password, enter serial number of the controller. Refer section 3.1.1.1
- Wait until it connects to the controller.
- An error message will be displayed if the stand alone controller is not connected properly to the host PC.
- To add or modify user details, refer section 3.

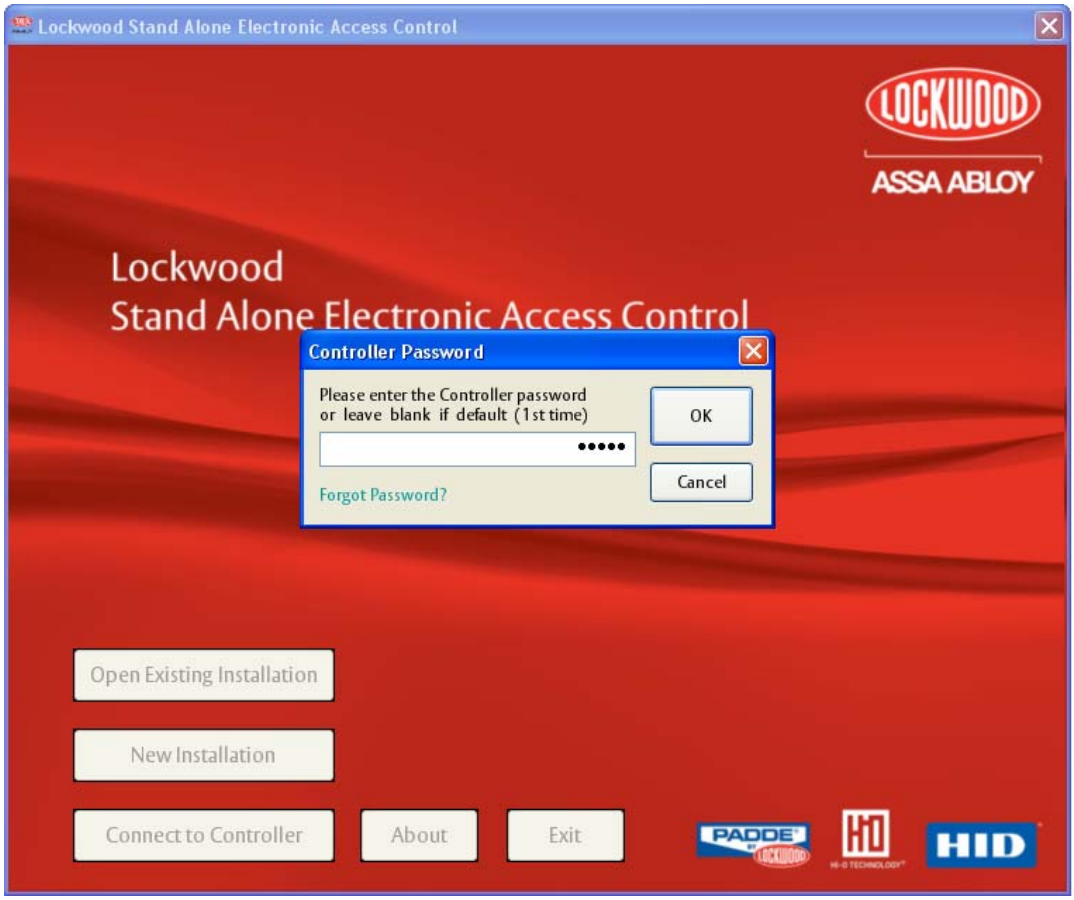


Figure 27: Connect to Controller

7. About Window:

Select "*About*" button to read information of test software revision number as shown below figure 22.

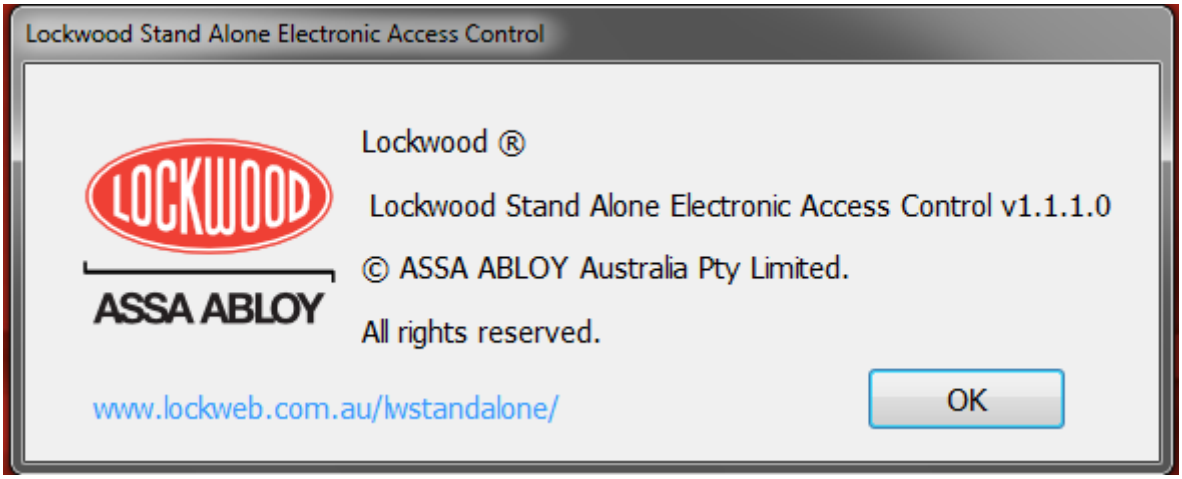


Figure 28: About Window

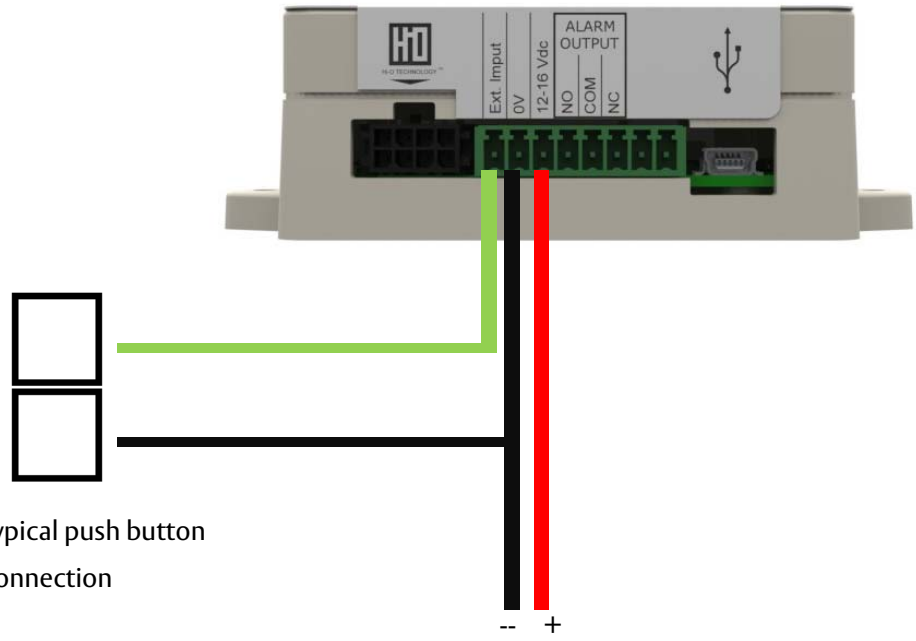
Click on the above link in the about section for future software updates

8. Exit Application:

Select "*Exit*" button to close the application.

Figure 29: Exit Stand Alone Access Control Application

9. Connections

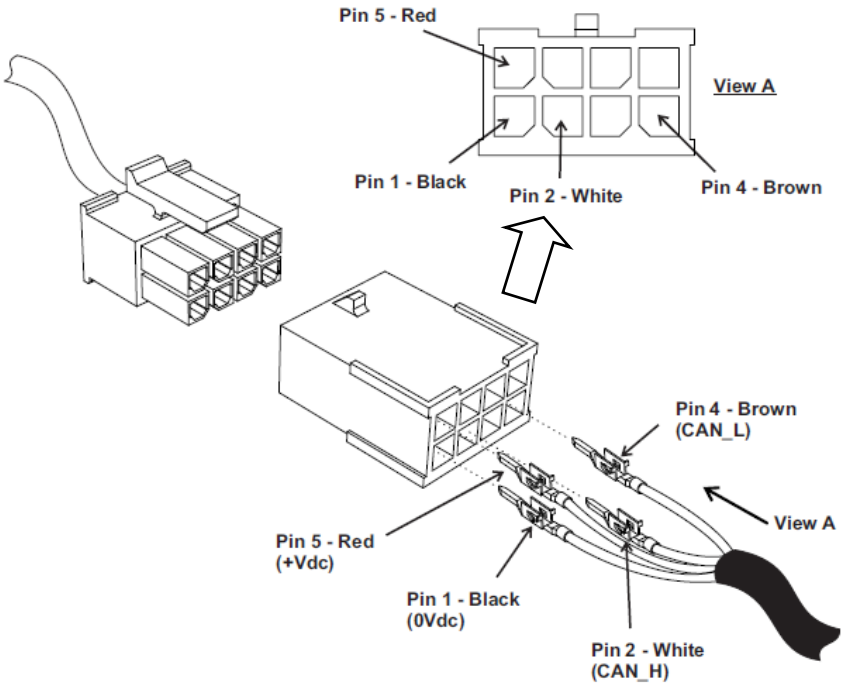


Typical push button Connection

Power Connection 12-16vDC

Connecter pins

Once cable has been installed and threaded through ensure final connecter pins are located as per diagram on the left. Firmly press the pins in the locations as per below, until they click and they look the same as the other connecters.



WIRE ASSIGNMENTS

Pin	Colour	Description
5	RED	+10-28Vdc
1	BLACK	0Vdc
2	WHITE	CAN_H
4	BROWN	CAN_L

10. Help Section

1. None of the lock components seem to be working

1.1 Check is all plugs are secured

1.2 Check that all devises are connected together and connected to controller as per page 3

1.3 Check if power supply is plugged in to main socket and not a "power board" Reader light should be red if power is connected.

1.4 Check if the positive and negative terminals are connected the correct way.

1.5 Check that the wire plugs are inserted in the correct pin locations (page 21). Also check that they firmly located.

2. Unable to connect to controller message.

2.1 Check that the USB cable is connected and not damaged

2.2 Check that the USB cable is no longer than 5m

2.3 Check that the USB cable is not connected to USB hub type junction and directly connected to computer.

If problem persists shut PC and controller down and restart.

3. Unable to add user

3.1 Ensure you have a compatible RFID card that you bought from your authorised dealer. Mifare PROX 125Khz and other card technologies will not work.

3.2 When you click the enrol button ensure you present the card within 5 seconds to the reader, failing to do so will mean the card is not enrolled.

3.3 Ensure you click Save once all the user details card are added and card is enrolled.

3.4 You only allowed to add maximum 200 users

3.5 You are not able to use the same card to create a second user

4. Enable to edit user

4.1 Make sure you have selected the user that you would like to edit, followed by the clicking the Edit button

4.2 Click save and exit after any changes has been made

5. Password is lost or forgotten refer to page 8

5.1 Open the controller box by undoing the 4 screws, note and enter the serial number as your password. Note that this will erase all information on controller including users and audits.

6. The Lock does not unlock if the unlock button is pressed.

6.1 Ensure the button is a "normally open contact" and is connected between "Ext input" and "0v"

6.2 Ensure you have enabled the REX button in the software refer to page 13

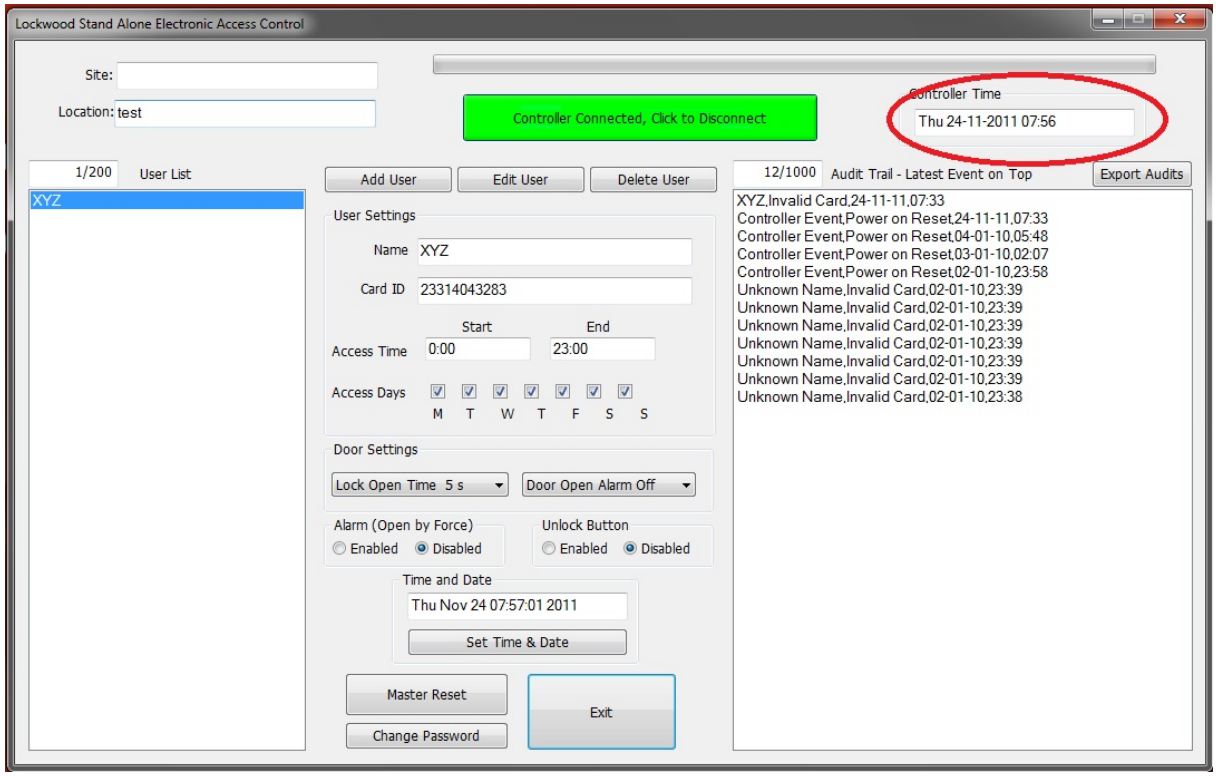
7. Unable to install Software

7.1 Ensure you have Windows XP or later installed.

7.2 MAC is not supported currently

8. Unable to set time

8.1 If you have Windows 7 you may be required during setup to Click your cursor in the Time box in the top right hand corner of the page as per below. Set the time as per page 14 followed by clicking in the time box, wait several seconds and the time will appear.


Lockwood Stand Alone Electronic Access Control
Site:
Location: test
Controller Connected, Click to Disconnect
Controller Time
Thu 24-11-2011 07:56
1/200
User List
XYZ
Add User
Edit User
Delete User
User Settings
Name XYZ
Card ID 23314043283
Start
End
Access Time 0:00 23:00
Access Days
M T W T F S S
Door Settings
Lock Open Time 5 s
Door Open Alarm Off
Alarm (Open by Force)
Enabled Disabled
Unlock Button
Enabled Disabled
Time and Date
Thu Nov 24 07:57:01 2011
Set Time & Date
Master Reset
Change Password
Exit
12/1000
Audit Trail - Latest Event on Top
Export Audits
XYZ,Invalid Card,24-11-11,07:33
Controller Event,Power on Reset,24-11-11,07:33
Controller Event,Power on Reset,04-01-10,05:48
Controller Event,Power on Reset,03-01-10,02:07
Controller Event,Power on Reset,02-01-10,23:58
Unknown Name,Invalid Card,02-01-10,23:39
Unknown Name,Invalid Card,02-01-10,23:39
Unknown Name,Invalid Card,02-01-10,23:39
Unknown Name,Invalid Card,02-01-10,23:39
Unknown Name,Invalid Card,02-01-10,23:39
Unknown Name,Invalid Card,02-01-10,23:39
Unknown Name,Invalid Card,02-01-10,23:38